

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO. 612-33PAGE
NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Insurance Division

DEPARTMENT OF LICENSING AND REGULATION Examination and Auditing Section

AGENCY

DIVISION

Item No.	Description	Retention
	AMENDMENT TO SCHEDULE 612-33	
2.	<u>COMPANY FILES:</u> Composed of seven (7) sections: a. Domestic Company Reports b. General Correspondence c. Applications for Admission, Out-of-State Companies d. Securities Deposited with State Treasurer e. Accepted Nonlicensed Reinsurers f. Directory Changes of Licensed Insurers g. General Reading File	Retain in office while active. Transfer to the State Records Center for an additional five (5) years, then destroy. Retain in office while active; then destroy.
9.	<u>LIQUIDATION PAPERS</u> Detailed financial report consisting of CPA report, Examination file, Court papers and possibly settlement papers.	Retain in office ten (10) years from date of liquidation. Then, transfer to the State Records Center for an additional fifteen (15) years, then destroy.

Schedule Approved by Department,
Agency, or Division RepresentativeSchedule Authorized by
Hall of Records Commission7/1/02
DateJoseph Seidel
SignatureDirector
Admin. Services
Title

Date

State Archivist